

COUNTY OF DARE
REQUEST FOR LETTERS OF INTEREST

Dare County seeks to engage a qualified private engineering firm for contract administration.

STIP PROJECT NUMBER: S-5501. Manufacturing and installation of wayshowing elements along the entire Outer Banks National Scenic Byway within the counties of Dare, Hyde and Carteret, North Carolina.

SCOPE OF PROJECT: The selected firm is to administer a contract issued for the above project and ensure that all work is performed in accordance with contract requirements, including coordination with NCDOT field representative and with contractor for all field locations necessary to properly construct the project in each plan location.

The selected firm will be directly responsible for oversight of the project for Dare County and will report directly to Dare County. This project is funded through a federal grant administered by NCDOT plus local matching funds.

Written responses to this request will be opened by the County of Dare, North Carolina, in the Commissioners Meeting Room at the Dare County Administration Building, 954 Marshall C. Collins Drive, Manteo, North Carolina 27954 at 11 a.m., March 5, 2015, by Dustin Peele, Dare County Purchasing Agent.

Plans and specifications for this project are available electronically by contacting Dustin Peele, Dare County Purchasing Agent, 954 Marshall C. Collins Drive, P.O. Box 1000, Manteo, NC 27954, (252) 475-5891, or email: dustin.peele@darenc.com.

Dare County reserves the right to accept or reject any and all submissions and to enter into any contract deemed to be in the best interest of the County as allowed by N.C.G.S. 143-64.31-34.

Interested parties should send a request for additional submission details for this Request for Letters of Interest to Dustin Peele, Dare County Purchasing Agent, 954 Marshall C. Collins Drive, P.O. Box 1000, Manteo, NC 27954, (252) 475-5891, or email: dustin.peele@darenc.com. Requests should include firm name, physical and mailing address, city, state, zip code, contact person, phone number, current e-mail address.

A pre-submission meeting for interested firms will be held February 26, 2015, at 2 p.m. in the Commissioners Meeting Room at the Dare Administration Building, 954 Marshall C. Collins Drive, Manteo, NC 27954.

Shortlisted firms will be interviewed March 10, 2015 beginning at 2 p.m. at the Dare County Administration Building, 954 Marshall C. Collins, Drive, Manteo, NC 279 54.

A Letter of Interest should be mailed or delivered to Dustin Peele, Dare County Purchasing Agent, 954 Marshall C. Collins Drive, P.O. Box 1000, Manteo, NC 27954.

Additional Submission Details

Responsibilities, Required skills, Pre-Qualification

The selected engineering firm shall be directly responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance.

The selected engineering firm shall indemnify and save harmless Dare County for claims and liabilities resulting from negligence, errors or omissions of the selected engineering firm, including, but not limited to, the engineers, technicians or sub-consultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors.

The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting.

The selected firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000 and proof for workers' compensation; employers', general and auto liability; umbrella; and unemployment insurance. Dare County and the State of North Carolina shall be named as an additional insured for General Liability insurance.

The selected firm must have an adequate accounting system to identify costs chargeable to the project.

Proposed method of payment: The proposed method of payment is cost plus a percentage fee with a maximum amount.

Selection Process

The selection of a firm for this project will be handled in accordance with the following process:

1. Submission by firms of Letters of Interest.
2. Evaluation of submissions and short list private engineering firms to a minimum of two (2) firms.
3. Interviewing on March 10, 2015 for short listed firms.
4. Recommendation made to Dare County's Board of Commissioners as to a firm for contract negotiation.
5. NCDOT review and approval of selected firm and contract.

Small Professional Service Firm (SPSF) Participation

Dare County and NCDOT encourage the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System.

The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on NCDOT Subconsultant Form RS-2. RS-2 forms may be accessed on the website <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with NCDOT to perform the work for which it is listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of a web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Prequalification

NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the NCDOT **prior** to submittal of your letter of interest. An application may be accessed at <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, NCDOT is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

The selected engineering firm for this project will be prequalified in NCDOT discipline 00195, Roadway construction engineering and inspection/construction services.

Evaluation

Firms submitting LOIs to perform the Construction Engineering Services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of two firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with CEI services - 30%
2. The experience of the firm's proposed staff to perform the type of work required - 40%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 30%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified SPSF firms or those firms with proposed SPSF participation will be given priority consideration.

Format for Submission

Submissions are limited to six (6) pages inclusive of the cover sheet and shall be presented on 8 1/2" x 11" sheets, single spaced, one sided. Fold out pages, binders, dividers, tabs, etc. are prohibited.

One staple in the upper left- hand corner is preferred.

Five (5) copies plus an original submission are required.

Section I - Introductory Letter

The introductory letter should be addressed to:

Dare County

Manteo, NC 27954

Said letter is limited to one (1) page and should contain the following elements of information:

- Expression of firm's interest in the work
- Statement of whether the firm is on register or submitting information with letter of interest
- Date of most recent private engineering firm qualification
- Statement regarding firm's possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

Section II – Evaluation Factors

This section is limited to three (3) pages and should contain information such as:

- A brief synopsis of the firm's previous Construction Engineering and Inspection Services experience that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Construction Engineering and Inspection - Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline and their availability date on the project;
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

Section III – Supportive Information

This section is limited to two (2) pages and should contain the following information

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

Appendices – Consultant Certification Form RS-2

This section is limited to the number of pages required to provide the requested information.

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for Construction Engineering Services to Dare County by 11:00 a.m. on March 5, 2015. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.

A Letter of Interest should be mailed or delivered to Dustin Peele, Dare County Purchasing Agent, 954 Marshall C. Collins Drive, P.O. Box 1000, Manteo, NC 27954.

NOTIFICATION

The firm selected will be notified by April 8.

Dare County reserves the right to reject any and all Letters of Interest.